

Idaho AEFLA FY2011

Professional Development Guidance

The following guidance will provide information about major changes to the PD and training system in FY11, as well as information about training expenses and budgeting considerations. Refer to the FY 2011 Professional Development information provided online at www.pte.idaho.gov, under *Adult Basic Education, Provider*, then *Professional Development*.

Changes to the PD System for FY2011

Idaho's PD plan for FY2011 remains very similar to FY2010. However, we will not have a state PD Coordinator this year, which will affect how we collect and report training data, and what responsibilities will be assigned to the regional PD Specialists.

Change #1: Training Data Collection

Because Idaho will not have a state PD Coordinator in FY11, responsibility for collecting and reporting training data will be divided among the six regional ABE programs. The collection of training data is necessary for state planning purposes and state reporting.

Each regional program will be responsible for collecting training information for a specific training module, as assigned by the state. Responsibilities will be assigned based on the effectiveness of local PD programs in past fiscal years. All other regions who provide training in this area will send their training data to the assigned program, who will then enter it into a template provided at summer conference. The PD Specialist should be the person responsible for handling this documentation, and training will be provided to them at summer conference. Each region will be responsible for retaining this information and submitting it to the state at the end of the fiscal year. A binder with hard copies of this information will be kept onsite at the program for at least 3 years.

In the other regions, the data for this module will be collected for each training by the PD specialist. This information will then be sent to the region responsible for collecting and documenting the training information in this area.

Example: Let's say NIC had been assigned the distance education training module for data collection. *This does not mean that they present the training to all the regions.* They are only responsible for presenting the training within their own region, as needed. However, they will be the documentation site for distance education. All other regions that provide distance education training will send their data to NIC, who will enter this information into the statewide training template provided. NIC will be responsible for keeping a training binder that will include the distance education training evaluations that come in from the state, a list of participants, the training agendas, and original sign-in sheets.

Change #2: Collecting & Reviewing Evaluations

Each region should attempt to collect evaluations from at least 80% of participants from each training. The state office will follow up on this target during on-site program monitoring. Program managers should keep copies of evaluations and review training evaluations with their PD Specialist on a quarterly basis. Familiarity with these evaluations will help programs inform future program planning and allow programs to assist the state in developing materials and providing technical assistance.

Change #3: Regional PD Specialist Responsibilities

Because Idaho will not have a state PD Coordinator in FY11, the regional PD Specialist will need to assume some of these responsibilities in addition to their regular duties. Regular duties for the PD Specialists have not changed from FY10, and will be reviewed at spring training.

STATE TRAINING DATA COLLECTION

The PD Specialists will now be responsible for collecting the statewide training data assigned to their region (as per Change #1 above). The PD specialist will receive training regarding these responsibilities at the PTE Summer Conference in June of 2010.

NEW TRAINING

The PD Specialists will be trained to take over the regional training in the areas listed below. The PD Specialists will be trained in these areas during summer conference, June 2010.

- a) A two-hour New Teacher Training /Orientation, which is in the process of being updated
- b) The first portion of the Distance Learning Module (Distance Learning Policy).
- c) Other regional training as assigned by the local program administrator.

Budgeting Considerations for FY2011

The following information will help you when determining your FY2011 leadership budgets. Please note that all training should be tied to program improvement.

Required Training

A list and description of the required training in FY2011 is available on our website at www.pte.idaho.gov under *Adult Basic Education, Providers*, then *Professional Development*. You are responsible for determining the training your region will need for the year and budgeting appropriately. Additional funds may not be available later in the year, so please be sure you budget in advance for regional priorities. Some specific items to consider are:

- *PTE Summer Conference*: The June 2011 ABE training conference should become a budgeted project in your FY11 PD plan, and for future budgets from this point forward. This is where we update training and ensure that teachers are trained and ready to begin the new year. For budgeting purposes, smaller regions should plan for three participants to attend, and larger regions should budget up to five participants. More details about specific training content will be provided closer to the conference. Program Managers should also plan to attend.

- *New Teacher & Staff Training:* New teachers and staff generally require:
 - One or more strands of NRS training
 - IMAS Training
 - Assessment and Goal Setting Policies (this module has been revised for FY2011).
 - TABE and CASAS
 - Distance Learning
 - Content training
 - Program improvement, that is, training that supports your AIDDE project and other improvement activities that affect your program outcomes.
- *Experience Teachers & Staff:* Experienced teachers and staff will require updates and refresher training as needed. This will depend on individual program needs, program improvement, and your approved AIDDE plan.

PD Specialists

Each region will budget for a PD Specialist. This person will coordinate regional training efforts, ensure that New Teacher Training and Distance Learning Policy training are implemented, collect and route training data and evaluations, and keep records as required. The PD Specialists are a key component to our plan and very important to the success of professional development in the state. Please support them in their work as they follow-up and collect documentation.

Please be sure your budget includes enough hours and travel to ensure the PD specialist can perform their duties adequately. In addition to the regular hours and travel you budget for the PD specialist, you should note that each year the PD specialists are required to attend the ABE Training Conference for re-fresher training.

Contracts and Other Expenses

In addition to the training items listed above, regions will also need to budget for specific contractual obligations and personnel required by the state. All programs will need to budget for the annual IMAS fee. Some programs may have additional state contracts or state coordinator positions to consider. Please contact the state office if you are unsure about any additional expenses you may need to include in your budget. Typically these expenses have been discussed with regions in advance.